



EMPLOYMENT OPPORTUNITY

1. RPA #	3262-DSA
ANALYST'S INITIALS	PMC
DATE	11/05/04

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

2. CLASS TITLE District Structural Engineer	3. POSITION NUMBER 720-101-3332-901	4. TENURE PERMANENT	5. TIME BASE Full Time	6. CBID E48
7. OFFICE OF Division of the State Architect	9. LOCATION (CITY or COUNTY) Oakland		13. MONTHLY SALARY \$ 5862 TO \$ 7125	
8. SEND APPLICATION TO: Division of the State Architect 1515 Clay Street, Suite 1201 Oakland, CA 94612 Attn: Nat Chauhan		10. WORKING HOURS MON - FRI, DAYS - 8 am to 5 pm	14. FILE BY 11/19/04	
		11. PUBLIC PHONE NUMBER (510) 622-3101		
		12. CALNET NUMBER (8) 561-3101		

15. DUTIES

Under the general supervision of a Supervising Structural Engineer, the incumbent is responsible for field engineering observation of all structures during the construction phase of the project and performs difficult and complex engineering work related to the quality of the construction work and the inspection and testing required for the building projects under the jurisdiction of the Division of the State Architect (DSA) in an assigned territory.

ESSENTIAL FUNCTIONS

All duties are performed under the direction of the Supervising Structural Engineer for an assigned territory in accordance with the requirements of Title 24 of the California Code of Regulations (CCR) (including all referenced codes and standards there within), DSA Interpretations of Regulations (IR), Circulars, Bulletins, guidelines and policies, and other reference materials using interpersonal, communication (verbal and written) and analytical skills, as well as knowledge of the aforementioned policies, guidelines and regulations and a personal computer with Microsoft programs and ETracker software.

Field Observation

- Conducts or attends pre-construction meetings with engineers, architects, inspectors, school districts, contractors, testing laboratories, etc. in order to ensure code mandated responsibilities and duties are understood.
- Reviews notices and reports (i.e. Contract Information Form 102, etc.) which signal the start of construction and communicates via telephone, fax, or email with the project inspector, architect, engineer, and/or school district personnel in order to prioritize and schedule timely and efficient visits to project sites.
- Makes visits to construction sites, fabrication sites and testing laboratories in order to determine if materials used and work constructed comply with the approved plans and specifications and to evaluate project inspector and special inspector performance by driving to the site following DMV laws and regulations and observing construction, inspection records, etc.
- Evaluates new and existing construction for unforeseen conditions and non-compliant conditions by visually observing all areas of construction (underground to top level as appropriate).
- Makes photographic record of non-compliant conditions using a video and/or digital camera to accurately record conditions.
- Confers with, and/or provides assistance to project architects, mechanical, electrical, structural engineers, inspectors, contractors, and school district personnel regarding the findings of site visits and/or review of documents in order to facilitate remedies for non-compliant construction. Recommends necessary steps to mitigate non-compliant construction, which include, but are not limited to, requiring corrective construction, change orders and/or stop work notices.
- Prepares field visit reports in order to summarize findings and provide directives to the project inspector using DSA Field Trip Note Forms.
- Performs investigations of existing buildings to produce a report of findings. Prepares investigative reports summarizing the findings and conclusions of investigations of buildings.

CALIFORNIA STATE GOVERNMENT • EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, CIVIL SERVICE RULES, AND A SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DGS JOB HOTLINE PHONE (916) 322-5990

CALIFORNIA RELAY SERVICE FROM TDD PHONES 1-800-735-2929



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- Prepares letters regarding unforeseen conditions and non-compliant construction in new and existing construction in order to advise the project architect/engineer of project issues.
- Makes special site visits and/or meetings with design professionals to resolve complex site issues (e.g., inspector issues, contractor issues, construction issues, etc.).
- Provides workload status reports pertaining to field construction workload and certification status of completed projects to Supervising Structural Engineer.
- Prepares itineraries for site visits by mapping out routes to sites considering location and complexity of the project in order to maximize time spent observing construction.

Additional Field Duties

In the event of disaster, in accordance with Title 24 of the CCR, DSA policies, IR, FEMA guidelines, the Structural Assessment Program and other applicable guidelines and references:

- Performs post disaster building assessments to produce a report of findings.
- Prepares post disaster building assessment reports in order to summarize the findings and conclusions of investigations.
- Makes recommendations as to whether buildings are safe to reoccupy post-disaster.

Change Order Review

Works with clients using the DSA change order approval process to mitigate all code violations discovered and to achieve project certification. In order to ensure compliance with structural and general requirements of Title 24 of the CCR:

- Evaluates and approves drawings, sketches, and specifications (i.e. change orders) for projects to. Reviews substantiating materials including calculations, reports, and other documents.
- Evaluates change orders to determine whether reviews by division staff including fire & life safety, access compliance, and energy reviewers are necessary, coordinates and verifies all reviewers have approved drawings, sketches, and/or specifications prior to issuing final approval.

Project Inspector Evaluation, Approval and Oversight

Evaluates project inspector qualifications and workload in order to approve inspectors for specific projects using the DSA Form 5, Project Inspector Qualification Record, in accordance with the Equal Opportunity Employment Program.

Prepares inspector evaluation reports and provides mentoring and training to the project inspector by communicating with the inspector during site visits in order to improve inspector performance on current and future projects.

Report Review

In order to determine if materials used and work constructed comply with the DSA approved plans and specifications:

- Reviews project inspector semi-monthly, material testing, special inspection and verified reports, letters and other documents. Recommends necessary steps to mitigate any non-compliance issues discovered. (Reports are also used to monitor and evaluate the performance of inspectors, special inspectors and testing laboratories.)
- Evaluates and approves testing and/or inspection protocols intended to substantiate structural capacity of as-built construction. These protocols are proposed by project designers when a rational analysis is not practical.
- Makes visits to testing laboratories when warranted to investigate inconsistencies in testing, special inspection and/or reporting practices, or to assist in laboratory evaluations, in order to ensure compliance with Title 24 of the CCR. Coordinates corrective action with Lab Evaluation and Acceptance Program staff in division headquarters as needed.

Project Closing

Evaluates the contents of the administrative and plan review files for completeness and accuracy in order to make a recommendation to certify construction. Prepares recommendations for DSA certification of construction projects using the Documents Required List for Project Certification (Form ORS-6). Notifies and responds to inquiries from architects, engineers, contractors, and others concerning the status of the projects and remaining documentation and/or other requirements necessary to achieve DSA certification via email, telephone and/or fax.



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16. DESIRABLE QUALIFICATIONS

SPECIAL PERSONAL CHARACTERISTICS

Dependable, reliable, adaptable and punctual.
Willingness to travel.

ADDITIONAL QUALIFICATIONS

Proficiency in Microsoft Office programs, electronic mail, ETracker and electronic plan review programs.

INTERPERSONAL SKILLS

Tactful and diplomatic in dealing with internal and external customers.
Good verbal and written communication skills.

17. WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Ability to lift documents weighing up to 50 lbs.
- Requires driving to various construction project sites.
- Requires a valid California Driver's License.
- Ability to perform visual inspections.
- Requires standing, bending, squatting, climbing, kneeling, and twisting.
- Requires grasping, pushing/pulling, reaching above, at and below shoulder.
- Requires physical presence at construction sites which typically include: walking on uneven ground; exposure to excessive noise; exposure to extremes in temperature, humidity or wetness; exposure to dust, gas fumes, or chemicals; working in tightly enclosed spaces; working at heights (i.e. scaffolding, ladders).
- Requires occasional overtime.
- Requires regular travel to construction sites, including overnight.
- Requires travel to areas impacted by disaster (i.e. earthquake, flood, fire, etc.).
- Use a digital camera.
- Carry and use a cell phone.

18. SELECTION CRITERIA - The selection criteria will be in the following order:

Applications will be reviewed and interviews may be scheduled.